ARIZONA INCENTIVE APPLICATION – PY 2000
Method II – Successful Practices

PART I – INSTRUCTIONS: This application applies to PY 2000 (7/1/00 – 6/30/01). The Incentive Policy (See GCWDP Summary Sheet #19 dated February 23, 2001) and this application will be reviewed annually and are subject to revision based on first year experiences.

- All Local Workforce Investment Boards in the state are eligible to apply for Method II funds.
- LWIAs may collaborate and submit a joint application, however, each LWIA must submit separately, even though the applications will be duplicated.
- The application must include an executive summary
- Typed using a font size of 12 point (font size may not be smaller than 12 points)
- Doubled-spaced
- One-inch margins
- Application should be no more than 15 pages (Attachments will count toward the 15-pages). Although we anticipate most applications will be 10-15 pages in length (including attachments), points will not be deducted for **less** or **more** than 15 pages.
- Application must be submitted to the Arizona Department of Economic Security, Workforce Development Administration by September 28, 2001 no later than 5:00 p.m. Applications submitted after the deadline will not be accepted.

PART II – SCORING:

A.   Scoring Process: The Method II – Successful Practices Awards will be screened by state staff to ensure that it meets eligibility requirements and that the application falls within the format specifications. Staff will also transfer the information into a standardized, objective format and forward the information to the Governor's Council on Workforce Policy Performance Measures Sub-Committee for final scoring and determination.

B.   Scoring Method: The following two-tiered evaluation method will be used to score the Successful Practices Application.

   Tier I: An application must receive at least 71 points to be considered for an incentive award.

   Tier II: Once an application has met the criteria in Tier I, incentive funds will be awarded based on the amount of points received from Category 4 – Focus on Results. The percentage of allocation will be calculated based on the amount of points received in Category 4 divided by the total points in Category 4. For example, a score of 25 points is received in Category 4 divided by the total points available (30 points) equals 83.3% of the award.

PART 3 – APPLICATION FOR INCENTIVE GRANT:

- Answer **all** questions in each of the four categories.
- The proposal will be reviewed on the following **four categories**.

Category 1 – Purpose and Activities (25 points)

Effective initiatives should have clear and well-understood aims, a coherent well-organized set of components and activities to attain them. Provide a description of the initiative by answering the following questions:

   A. Mission (15 pts) - The initiative should present a clear and consistent mission.

1. Describe the process used to identify the initiative. What made this initiative important to your region/local area?

2. Who was involved in developing the initiative/process? How has your initiative/process evolved based on partner/regional input?

3. What were/is the specific purpose or outcome desired from the initiative?

4. How did the customer influence the development of the initiative?

5. Describe how key information from former and current customers and markets, including customer satisfaction and complaint information, was used in the formation of the initiative goals.

B. Activities (10 pts.) – The initiative's mission should shape its structure and offerings.

1. Describe the essential activities the local boards, One-Stop partners (required and additional) and other stakeholders engaged in as part of the initiative. How do these activities support the overall mission of the initiative?

2. Were there other aspects of the initiative that help achieve the mission? If so, please identify them.

Category 2 – Organizational and Management (25 points)

Effective initiatives are well managed, work in collaboration with others and are committed to continuous improvement. Provide a description of the initiative by answering the following questions:

A. Leadership and Staff Development (5 pts.) – The initiative should maintain a strong engaged continuous and competent leadership. In addition, the initiative should incorporate staff development as a management strategy.

1. Attach a list of the regional collaborators, One-Stop staff, Local Board(s) and other partners involved in the initiative (Include name, title and affiliation).

2. What does your initiative do to ensure that your board is engaged and involved in every component of the process?

3. Describe the process taken to involve staff in the initiative. How did these activities enhance staff capacities for achieving the goals of the initiative?

B. Collaboration (5 pts.) – The initiative should leverage resources through collaboration.

1. Describe the types of collaborative linkages you developed for your regional or local coordination initiative.

2. What specific purpose does the collaboration serve? How will the collaboration advance the workforce development system?

C. Continuous Improvement (10 pts.) – The initiative should be committed to continuous improvement.

1. Describe the management practices you employed in this initiative that demonstrate continuous improvement.

2. How are continuous improvement efforts structured and implemented?

3. How was the data that you collected used to assess the program and continuously improve it? How do you plan to use this information to sustain/develop the initiative? Describe how the initiative can adapt or be adapted to the changing needs of the regional collaborative or local coordination efforts.

D. Funding (5pts.) – The initiative should be committed to continuous improvement that will attract stable and diverse funding.

1. What types of financial and non-financial support did you obtain for the initiative and from whom?

2. How did you pool these resources to meet the objectives of the initiative?

Category 3 – Workforce Development/System Change (20 points)

A. Partner Awareness, Strategic Planning and System Readiness (5 pts.)

1. How did the initiative nurture an increased awareness of regional/local issues and how was strategic planning used in the formation of the initiative's goals?

B. Private Sector Engagement (15 pts.)

1. How were private sector organizations recruited for the effort?

2. Describe the full range of roles the private sector plays in the initiative.

3. Describe how the private sector involvement differs from traditional PIC involvement under JTPA.

4. How will you continue to engage the private sector in the initiative?

Category 4 – Focus on Results (30 points)

A. Outcome Data (10 pts.) – The initiative should establish measurable objectives that reflect its goals and collect and communicate solid information about the result of the activities.

1. How did you determine the measures that would indicate that you have been successful in implementing your initiative?

2. How are data analyzed to assess the overall progress of the initiative?

B. Accomplishments (10 pts.)

1. What objective and quantifiable results has your initiative produced?

2. Are there outcomes you believe you produce, but are not able to measure? Please describe.

3. What effect has your initiative had on your Title I-B Workforce Investment Act local performance measures? On your partner's performance measures?

C. Objectives for Program Year 2001 (10 pts.) – The initiative should have a well-defined set of objectives for PY 2001 (7/1/01 through 6/30/02) that will build upon previous successes, incorporate best practices learned throughout the year, and eliminate processes that are inefficient and/or ineffective. All objectives listed should demonstrate an in-depth understanding of local economic conditions and business needs.

1. List your objectives/goals. (Evidence of success for PY 2001 will be determined by comparing your accomplishments for PY 2001 with these objectives/goals.)

2. What changes did you make in your objectives for PY 2001 that came as a result of your experiences with your PY 2000 objectives?